



Executive Service Position Announcement
Revenue Processing Director
Monthly Salary Range: \$4,769 - \$8,585
Application Deadline: April 13, 2018

The Tennessee Department of Revenue is seeking a Revenue Processing Director for the Processing Division in Nashville. This position is responsible for planning, organizing and directing the activities of the processing division of the Department of Revenue.

Key Responsibilities:

- Plan, organize, and direct all activities performed by subordinate staff
- Establish divisional policies and procedures
- Set performance standards, goals and priorities in accordance with the customer service standards of the department
- Ensures that all funds collected are timely and accurately deposited as mandated by law
- Develop subordinate management staff for future leadership roles

Qualifications:

- Bachelor's Degree preferred.
- Excellent verbal, written, and presentation abilities.
- Ability to manage multiple projects at one time and produce a quality work product.
- Ability to focus on critical issues to balance and respond to competing priorities.
- Ability to identify job responsibilities and characteristics of exceptional performance.
- Excellent organizational skills

Processing Division Overview

The Processing Division currently provides document imaging, remittance processing, and data entry for all divisions within the Department of Revenue, as well as five state agencies across Tennessee. The Processing Division provides several key departmental functions starting with opening, sorting, and date stamping all incoming mail. Millions of paper returns, applications, and documents are imaged by the division each year. While our data specialists verify and enter information for accurate transactions, the error corrections team completes any items that are suspended. Billions of dollars are recorded and deposited by the Processing Division each year. As a division we strive to meet our motto "In Today, Out Today!" with all that we do.

To apply, please email a letter of interest (detailing your qualifications for the position) and current resume **no later than April 13, 2018** to:

John Duncan, Assistant Commissioner
Tennessee Department of Revenue
john.duncan@tn.gov

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.